

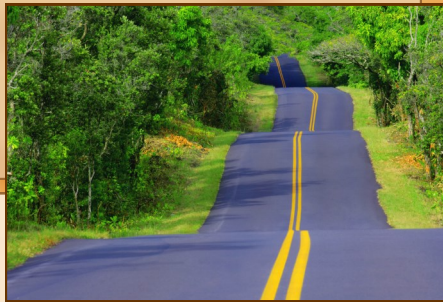
DOING BUSINESS IN ELBERT COUNTY

Starting or Expanding a Business in Elbert County?

The best **FIRST STEP** is to contact the Community & Development Services (CDS) Department about anything that may be required of your location choice, how the parcel is zoned and what the uses by right may be. Often times a real estate broker will inform the buyer of the possibilities – and that is wonderful when brokers promote our amazing county! What brokers are not always aware of is what the development requirements and criteria may be. At CDS we can work with you early in the process of developing your business as well as your site location so you can better plan for your new venture!

SO, BEFORE YOU INVEST CALL CDS!

303.621.3136



STEP 1: PLAN YOUR BUSINESS

- Name and Structure
- Pick/develop a marketable business concept
- Identify target market, product or service customer group
- Determine business location
- Develop marketing strategy
- Identify operational needs
- Project start-up expenses
- Create projected financial statements for three business years (worst case, realistic case, best case scenarios)
- Research competition
- Select advisors (consultant/lawyer/CPA)

Resources:

Colorado Business Resource Guide — coloradosbdc.org
click on "resources"

Counselor to America's Small Business (SCORE) — www.scoredenver.org

STEP 2: SELECT A BUSINESS SITE: DETERMINE ZONING & SITE PERMIT REQUIREMENTS

When selecting a site, it is important to make sure the location is appropriate for your business. Among the factors to consider are the type of building, location, zoning and available parking. Consider working with a licensed contractor with expertise in these areas.

ALWAYS CONTACT ELBERT COUNTY – COMMUNITY & DEVELOPMENT SERVICES PRIOR TO FINAL SITE SELECTION TO ENSURE ZONING AND SITE-SPECIFIC CIRCUMSTANCES ARE APPROPRIATE FOR YOUR BUSINESS TYPE!

For more information:

Community & Development Services
215 Comanche Street
Kiowa, CO 80117

www.ElbertCounty-Co.Gov

Go to Community & Development Services
(303) 621-3136

STEP 3: REGISTER YOUR BUSINESS NAME & STRUCTURE

Search for business name availability and register your business name and structure at:

Colorado Secretary of State

1700 Broadway, Suite 200
Denver, CO 80202
303-894-2200

www.sos.state.co.us



Always consider tax implications and legal liability as you select the business structure that's right for your business. While it is not required, it is recommended that you consult an attorney and/ or CPA for advice as to which legal structure (sole proprietor, general partnership, etc.) best suits your needs.



ELBERT COUNTY

Community & Development Services
215 Comanche Street—Kiowa, CO 80117 ~ 303.621.3136
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STEP 4: REGISTER WITH TAX AUTHORITIES ON CITY, STATE & FEDERAL LEVEL

Several types of taxes may be levied on businesses including income tax, employment tax, sales tax and city business taxes. Check and register with the State of Colorado Department of Revenue and the U.S. Internal Revenue Service to obtain the necessary tax information for your business.

Colorado State Sales Tax is 2.9% and Elbert County sales tax is 1%.

Elbert County Towns/Cities: Elizabeth, Kiowa, Simla

State: For state taxes and a Sales Tax ID number, visit the Colorado Business Express website, www.colorado.gov/cbe.

Federal: All forms of legal structure, except sole proprietors with no employees, must obtain a Federal Employer Identification Number (FEIN). The FEIN is your federal tax ID number. For more federal tax information contact:

Internal Revenue Service
800-829-1040
www.irs.gov



STEP 6: GET A ZONING PERMIT/APPROVAL & SITE PLANNING

Proper zoning is always required prior to receiving a building permit for a renovation (if the use in a building or commercial space is different from the previous use or if zoning approval is required for any other permit or license). A pre-application meeting is HIGHLY recommended.

All commercial developments must go through the site planning process in Elbert County. This is an administrative process that plans for and evaluates the drainage, grading, the ingress and egress, the traffic flow and the general layout of the development. Click here for a site plan packet.

For more information, contact:
Community & Development Services
215 Comanche Street
Kiowa, CO 80117
www.Elbertcounty-co.gov/community_and_development_services
(303) 621-3136



STEP 5: EMPLOYER RESPONSIBILITIES

A new set of responsibilities arise when a business hires employees. The business must register as an employer, pay additional taxes, withhold, match and submit employee withholdings, obtain workers' compensation insurance and adhere to employee eligibility regulations. The Colorado Business Resource Guide includes a helpful section on this topic (www.coloradosbdc.org and click on "resources").

Unemployment Insurance Requirement: Visit the Colorado Business Express website, www.colorado.gov/cbe, to register your business with the Colorado Department of Labor and Employment in order to establish an unemployment insurance account.

Report New Hires: Employers are required to report newly-hired employees to the Colorado State Directory of New Hires, www.newhire.state.co.us.

Once you are ready to begin hiring a staff for your business, the Elizabeth/Elbert County-Workforce Center. They can help you find and prescreen qualified applicants at no cost. To learn more about workforce development services, visit them at:

Elizabeth Workforce Center
240 Elizabeth Street Suite A1
Elizabeth, CO 80107

Phone Number: (303) 646-2783
Fax: (303) 646-2784
Office ID: 7127
E-mail: cdle_elizabeth_wfc@state.co.us



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STEP 7: DETERMINE THE BUSINESS ACTIVITY TYPE & OBTAIN ANY SPECIAL PERMITS OR LICENSES

County: Elbert County does not issue traditional business licenses.

Cities/Towns: Each Town in Elbert County has its own business licensing policies. Please contact the Town that you are considering for their requirements.

State Licenses & Permits: In addition to inquiring about city permits and licenses for your business activity, please check with the Colorado Department of Regulatory Agencies regarding state licensing requirements.

Colorado Department of Regulatory Agencies (DORA)
1580 Broadway, Suite 1350
Denver, CO 80202
303-894-7800
www.colorado.gov/dora



STEP 9: OBTAIN A BUILDING PERMIT (if Required)

A building permit is required if:

- There is a change of occupancy, as defined in the Elbert County Building Code. (If there is a change of occupancy, ADA compliance is required, which may require changes to the building.)
- The customer elects to do interior changes. (All work must be done to current building code.)
- There are any new structures being added to the property.

For more information: www.elbertcounty-co.gov/building or call: (303) 621-3136



STEP 10: CALL FOR INSPECTIONS

A building or zoning inspection may be required prior to opening your business. For more information visit: www.elbertcounty-co.gov/building

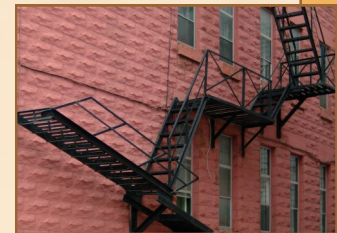
Also a Fire Inspection and a County Health Inspection may be required.

Contact Elbert County Environmental Health at: (303) 621-3193

You must determine your fire District based on your location. Elbert County CDS can help you with that.

For a list of Fire District Contacts
[Fire District Contacts \(link\)](#)

For a Fire District Map click here:
[Elbert County Fire District Map](#)



STEP 11: OPEN YOUR BUSINESS

By completing these steps, you have built a strong foundation that, along with a lot of hard work and a little luck will enable your business to thrive in Elbert County!

From small business financing to employee recruitment, possible Enterprise Tax Zone Credit assistance and referrals to a wide range of regional programs and community resource partners, CDS can serve as a guide. CDS can point businesses to available resources so they can succeed in Elbert County.



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